

Welcome to Brookhaven National Laboratory

Please report to the Human Resources Division, Building 400B, promptly at 8:30 am on your first day of employment. If you have not already mailed back your signed offer letter and any other offer paperwork you have received, please be sure to bring that documentation with you on your first day.

When you arrive at the Laboratory's Main Gate, please be sure to be in the right-hand lane. Inform the patrol officer that you are a new employee. You will be directed to sign-in at the security trailer located on the right side of the guard booth and asked to show your driver license. Once inside the trailer, you will be asked for your license plate number; please be prepared to provide this information. At the security trailer you will be given a temporary identification sticker.

In order to have a productive first day of work, you should plan on having the following items and information with you.

- 1. Proper Identification** - You must provide proper identification as proof that you are eligible to work in the United States. See the enclosed I-9 form that describes acceptable forms of identification. If you have questions, please call us for clarification.
Brookhaven National Laboratory participates in E-Verify, which requires us to verify the identity and employment eligibility of all persons hired to work in the United States. Brookhaven National Laboratory will provide Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.
Please ensure that the forms of documentation you provide to support your I-9 identification requirements match your name. For instance, if you recently had a name change, but did not modify your social security card, your data will not match.
- 2. Dependent Information** – You will need the name, date of birth, social security number, and appropriate documentation - i.e.; marriage certificate, birth certificate - for all your dependents in order to complete your medical and dental insurance paperwork. If you have any questions, please call.
- 3. Paycheck Direct-Deposit** – Many employees like the convenience of having their paycheck automatically deposited into their bank account. We encourage you to take advantage of this option. If you choose to do so, please fill out the form and attach a voided check or voided deposit slip. In addition, we have a branch of Teachers Federal Credit Union on site, which you may join at any time.
- 4. Number of deductions on Form W-4** – Please be sure that the total number of allowances you are claiming is listed on line number 5 for your Federal and New York State income tax. If you are uncertain about the number you should claim, please consult with an accountant.
- 5. Beneficiary Information** – You will need the name, address and birth date of all beneficiaries for your life insurance policy.
- 6. Emergency Contact Information** – Complete the emergency card with the name, address and telephone numbers (day and evening) of two people to contact in the event of an emergency.
- 7. Vehicle Information** – You will be asked to provide make, model and license plate information for each vehicle that you will be driving on site. You will also need to show your cars' registration.

To assist you with your benefits sign-in process, we encourage you to review the 2010 BSA Benefits Program booklet located at <http://www.bnl.gov/hr/Benefits/linkablefiles/doc/BenBklt2010.pdf> .

- Your Social Security Number
- For a spouse: Social Security Number, birth date and marriage license
- For children: Social Security Number, birth dates and birth certificates or adoption papers
- Name of family physician(s)

Having this information with you on your first day of employment will speed up the benefit enrollment process. If you require a new booklet, please call us and we will mail one to you promptly. You can also access this information at <http://www.bnl.gov/hr/Benefits>.

If we can assist you in any way, please feel free to call or email us at:

Susan Clements 631-344-2883 or clements@bnl.gov

Cathleen Ostrick 631-344-2882 or costrick@bnl.gov

Eileen Pinkston 631-344-7823 or pinkston@bnl.gov

If you are relocating, please look over the Relocation Guide on our website at <http://www.bnl.gov/HR/relocation.asp>. This guide provides information that will help with your transition.